
"Healthy People in Healthy Communities"

**Central District Health Department
Board of Health Meeting
707 N. Armstrong Pl, Boise, ID 83704
Friday, December 16, 2016 ~ 8:30 a.m. to 1:00 p.m.**

Board Members

Steven F. Scanlin, JD, Chair
Comr. Laura Baker (Absent)
Dr. Jane Young, DNP

Dr. Ted Epperly, MD, V-Chair
Rep. Megan Blanksma

Comr. Elt Hasbrouck, Trustee
Betty Ann Nettleton, RN

Guests

Tim Miller

Staff

Russell A. Duke, District Director
Rob Howarth
Angela Spain
Jaime Aanensen
Christine Myron

Donna Mahan, Recorder
Kris Spain
Heather Gagliano
Patty Kennings

Bonnie Spencer
Mark Riley
Gina Pannell
Kim Link

Call Board of Health Meeting to Order – Steve Scanlin

Steve Scanlin, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:37 a.m.

Board of Health Minutes for October 21, 2016 – Steve Scanlin

The October 21, 2016, CDHD Board of Health minutes stand approved as presented.

Armstrong Remodel – Russell Duke/Tim Miller

Tim Miller's (AIA from CTA Architects Engineers) PowerPoint presentation reflected where we are today along with the proposed design to better serve our community. After a lengthy discussion, the Board voted on moving forward with the development of the engineering plans and completion of the bidding process. When this phase is completed, Board Members will have an opportunity to review the bids and make a decision on moving forward.

Motion: Dr. Ted Epperly made motion to proceed with the project as discussed--developing the construction drawings and completing the bidding process; seconded by Dr. Jane Young; no further discussion. Motion carried: Yes votes from Commissioner Elt Hasbrouck, Dr. Ted Epperly, Dr. Jane Young, and Steve Scanlin; Megan Blanksma voted no; and Betty Ann Nettleton abstained.

FY 2017 Financial Report – Bonnie Spencer

The FY 2017 Budget to Actual for November 2016 report reflects that we are 42% through the FY 2017 budget year. Total revenues are at 41% of the budget. Fees are at 48%; contracts are at 40%; and county contributions

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are at 38%. Total expenditures are at 40%. Personnel cost is at 40%. Operating cost is at 36%; and capital cost is at 97%. The FY 2017 Cash Balance Statement and Reserve Report at the end of November reflects a total cash balance of \$2,651,965; the reserve fund designation is \$2,428,286 with a cash balance of \$223,679. We have a balance of \$17,153 left in our Special Projects Reserve Fund for FY 2017.

Strategic Plan Quarterly Update Report – Bonnie Spencer

Bonnie presented the new score card, highlighting key areas of concern and noted changes made to this year's strategic plan.

Board Schedule for CY 2017 – Steve Scanlin

The Board reviewed and approved the proposed meeting dates for CY 2017 as presented.

Motion: Betty Ann Nettleton made motion to approve the CY 2017 Board Meeting schedule as presented.
Seconded by Rep. Megan Blanksma; no further discussion; motion carried.

Break – Steve Scanlin

Trustee Report – Commissioner Elt Hasbrouck

Commissioner Elt Hasbrouck provided an update on the Trustee meetings. The focus of the meetings has been on the proposed funding formula legislation and the legislation to modify the food establishment license fee in Idaho Code.

Idaho Association of Counties Contract – Steve Scanlin

To ensure all Board Members were aware of the contractual agreement between Idaho Association of Counties (IAC) and Idaho Public Health Districts (PHD), a copy of the agreement was provided to the Board. PHD pays IAC \$12,000 annually for their service, which is to monitor and provide updates on legislation that relates to public health. In reviewing the contract, the Board noted modifications that need to be made before the Idaho Association of District Boards of Health this year. Also, the Board would like to review the contract each year before being approved by all seven-health districts. The changes noted are as follows:

- "WHEREAS, the Public Health Districts function under the direction of the Idaho Association of District Boards of Health;" statement needs to be deleted since the public health districts do not function under the direction of IAB.
- "The Executive Council of the Idaho Association of District Boards of Health shall designate a liaison for IAC to coordinate and work with prior to and during the annual Idaho Legislative Session." The phrase "Executive Council" should be "Board of Trustees".

Close the Gap – Russell Duke

Jaime Aanensen is our agency liaison for the Close the Gap Coalition (CTG). CTG is working to determine the best path forward in lieu of the recent election. The Board wants us to continue to have a strong presence with CTG and support insurance coverage of all Idahoans.

Succession Planning Policy Update – Russell Duke

With leadership change at the Division Administrator level, Russ reminded the Board we do have a succession planning policy in place along with the Continuity of Operation Plan, reflecting the order of succession. The Board requested that signature blocks be added to the policy for Russ, the Division Administrators, and the Board Chair to sign, acknowledging their role assignment.

Performance Goals – Russell Duke

Russ presented his updated 2016-2017 Performance Goals list, reflecting the two additional goals identified by the Board in October. Dr. Ted Epperly asked that one more goal be added around the strategic plan.

Motion: Dr. Ted Epperly made a motion that 75% of the strategic plan be green (on track) by the end of this performance evaluation period. No one seconded the motion. After further discussion, an additional motion was made.

Motion: Commissioner Elt Hasbrouck made a motion to approve the updated 2016-2017 Performance Goals list as presented. Seconded by Rep. Megan Blanksma; no further discussion; motion carried.

Executive Session – Steve Scanlin

Steve Scanlin requested a motion to go into Executive Session.

Motion: Commissioner Elt Hasbrouck made a motion to go into executive session under Idaho Statute 74-206 (b) to discuss personnel matters; seconded by Megan Blanksma; confirmed by roll call: Nettleton, Blanksma, Hasbrouck, Epperly, Young, and Scanlin.

Motion: Megan Blanksma made a motion to come out of executive session; seconded by Dr. Jane Young; confirmed by roll call: Nettleton, Blanksma, Hasbrouck, Epperly, Young, and Scanlin.

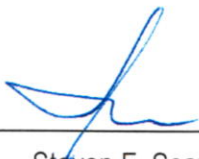
Steve called for a motion.

Motion: Betty Ann Nettleton made a motion to approve a total 5% base pay increase in Russ Duke's compensation that includes the 3% raise effective November 20, 2016. Second by Megan Blanksma; no further discussion; motion carried.

Adjournment – Steve Scanlin

No further business was brought before the Board; meeting adjourned at 11:28 a.m.

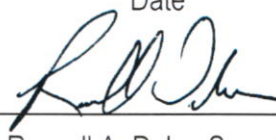
Respectfully submitted:



Steven F. Scanlin, Board Chair

February 10, 2017

Date



Russell A. Duke, Secretary